

5. Sample Data Collection Instruments and Other Resources

This chapter provides several resources that CoCs can use in designing their counts and data collection efforts, including sample “tally sheets” for simple counts of homeless people in public places, simple surveys for data collection during a “street” count, and more detailed interview guides used primarily with the service-based approach. The chapter also provides preliminary guidance on how to conduct a count of unsheltered homeless people in a sample of locations and extrapolate that data to locations not counted in a way that is statistically valid and acceptable to HUD. Finally, the chapter provides the names and contact information for the CoC representatives interviewed for this guide. These individuals are willing to answer questions about their count methodology and procedures – all emphasized the importance of not “reinventing the wheel.”

5.1 Tally Sheets for Public Places Counts

Following are two examples of enumeration forms, or “tally sheets,” used in counts of unsheltered homeless people in Seattle/King County and the Atlanta metropolitan area.

The Seattle/King County form asks for a total count of men, women, adults of unknown gender, and children under 18. For each person counted, the form also asks the enumerator to record the person’s location, including a category for “walking around.” Finally, the back of the tally sheet (not shown here) asks whether any families with children were encountered and if so, how many. It also includes space where the enumerator can provide additional information about the count. For example, the enumerator might want to note the specific location of a person observed if there is some question as to whether this person is located within the boundaries of the enumerator’s study area. Enumerators are also encouraged to record stories about the people they encounter. These stories bring a human element to the process and are used for press releases and in reports.

The Atlanta form asks enumerators to record the number of homeless individuals and homeless families seen in separate sections of the form. Homeless individuals are recorded in one of the following categories: single adult men (18 or older), single adult women, single male youth (under 18), single female youth, and single persons of undetermined age or gender. For each homeless family seen, the enumerator is asked to record the number of adult men, adult women, youth, and persons of undetermined age or gender. The form also includes a small area for notes.

Atlanta uses a “real time” data collection process. As teams finish counting a census block group, they call trained operators at the United Way Help Line to report data via cell phone (instructions are provided at the bottom of the form). Operators enter data directly into databases that immediately calculate preliminary results. The hard copy tally sheets are used to double check the electronic data entry and are kept on file as backup.

Seattle Enumeration Form⁴

Count Area _____

One Night Count of the Homeless
October 17, 2003

We found these people:

WHO	TALLY	TOTAL
Men		
Women		
Gender Unknown		
Children (under 18)		
TOTAL COUNTED		

In these locations: (one tally for each person)

Benches			
Parking Garages			
Cars/Trucks			
Assume 2 people per vehicle average			
Hand-Built Structures			
(lean-to, tent, etc.) Assume 2 people per structure average			
Under roadways/bridges			
Doorways			
City Parks			
Bushes/undergrowth			
Bus Stops			
Alleys			
Walking Around			
Other (Specify):			
TOTAL PER			

THESE FIGURES NEED TO MATCH

⁴ The form was reproduced from a document provided by Tara Connor of the Plymouth Housing Group.

Atlanta Enumeration Form⁵

2003 Sample Street Census Collection Instrument for the Metro Atlanta Tri-Jurisdictional Collaborative on Homelessness, covering the City of Atlanta, Fulton County, and DeKalb County

Homeless Census Tally Sheet for Census Area ID#: **E047B003 (only one)**

Census Takers Names: **Bob Smith, Jim Tucker, and Nancy Wright**

# of Single ADULT MEN (18 or Older)	# of Single ADULT WOMEN (18 or Older)	# of Single YOUTH MALE (under 18)	# of Single YOUTH FEMALE (under 18)	# of Single Persons, Undetermined Age/Gender
HHH HHH HHH HHH HHH HHH	HHH HHH IIII	I		IIII
Total: 30	Total: 14	Total: 1	Total: 0	Total: 4

Count a person only once, EITHER as a single person (count above) OR as a person in a family (below).

FAMILY UNITS	# ADULT MEN (18 or older)	# ADULT WOMEN (18 or older)	# YOUTH (under 18)	# of Persons, Undetermined Age/Gender
Family 1	I	I	III	
Family 2		I	II	
Family 3		I	I	
Family 4	I	I	II	
Family 5	I	I	IIII	
Family 6				

Notes:

- 1) Some people in camper – can't tell how many.
- 2) Looks like two people in car – can't tell gender or ages.

Upon completion of This Census Area, call 404-614-1000. Press 1 (for English), Press 8 (for census), and give your ID Number and Password (found at the top of your map). Then report your Tally Sheet results to the Operator. Record time of call here: 5:45.

⁵ This form was reproduced from *The 2003 Metro Atlanta Tri-Jurisdictional Collaborative Homeless Census and Survey*, November 2003, prepared by Pathways Community Network, Inc. and the 2003 Homeless Census Advisory Council, on behalf of the Metro Atlanta Collaboration on Homelessness, with the assistance of Applied Survey Research. Report provided by William Matson of Pathways Community Network, Inc.

5.2 Tally Sheet Plus Short Interview

Following is the tally sheet and short interview form used in New York City’s 2003 “street” count of Manhattan.⁶ The form includes a series of screener questions to find out about the person’s housing status and determine whether he or she is homeless. These questions are only asked of people who are awake and agree to participate in the survey. For each person believed to be homeless based on the screener questions, the form also includes a place for the enumerator to record the person’s gender, age range, race/ethnicity, and any notable identifiers. Enumerators also record the location and time of the encounter.

Unlike the Seattle and Atlanta tally sheets, the New York City form does not include a place to record whether the individual encountered is a single individual or a person in a family. DHS did not expect to find homeless families on the street. Indeed, the results of the count showed only four individuals believed to be between 18 and 21 and no children under 18. In cases where a man and woman were found together, enumerators were instructed to complete two screeners and note the fact that the people were together in the notable identifiers section.

Depending on when the count is conducted and local patterns of homelessness, collecting information on the household composition of unsheltered homeless people may be important for planning purposes and is required for the Housing Gaps Analysis chart in the Continuum of Care application.

⁶ This form was reproduced from a document provided by Katie Appel of the New York City Department of Homeless Services.

New York's Tally Sheet and Interview Form

Area Number: **HOMELESS SURVEY SCREENING
QUESTIONNAIRE**

NOTE: THE PORTIONS OF THIS INSTRUMENT IN CAPITALS ARE INSTRUCTIONS FOR THE INTERVIEWER, AND THOSE THAT ARE NOT IN CAPITALS SHOULD BE READ TO THE RESPONDENT.

1. IS THIS PERSON:
☐ AWAKE (**READ INTRO PGH AND GO TO Q2**)
☐ ASLEEP (**GO TO Q9**)

Hello, I am (NAME), a volunteer for the City of New York Department Of Homeless Services. I would like to ask you a few questions about your housing situation. All of your answers are strictly confidential. If you would like to participate, I will begin the survey.

2. Would you like to participate?
 ___ YES (GO TO Q3)
 ___ NO (**STOP INTERVIEW. GO TO QUESTION 8.**)
3. RESPONDENT INDICATED THAT S/HE WOULD LIKE TO PARTICIPATE BY (PLEASE CHECK AS APPROPRIATE AND GO TO Q4)
 ___ STATING THAT HE/SHE WOULD LIKE TO PARTICIPATE
 ___ NODDING HIS/HER HEAD THAT HE/SHE WOULD LIKE TO PARTICIPATE
 ___ LIKE TO PARTICIPATE
 ___ OTHER (SPECIFY) _____
4. As of today do you have some place that you consider to be your home or the place where you live?
 ___ YES (GO TO Q5) ___ REFUSED (GO TO Q5)
 ___ NO (GO TO Q6) ___ DON'T KNOW (GO TO Q5)
5. Is that a room, an apartment, a house, a shelter, or a spot in some public place, such as a park bench or bench in a bus station? (PROBE UNTIL YOU GET AN ANSWER THAT INDICATES THAT THE INDIVIDUAL IS DEFINITELY LIVING IN AN APARTMENT, HOUSE, OR ROOM, OR NOT LIVING IN SUCH A PLACE.)
 ___ ROOM (GO TO Q7)
 ___ AN APARTMENT (GO TO Q7)
 ___ A HOUSE (GO TO Q7)
 ___ A SPOT IN A PUBLIC PLACE (GO TO Q6)

- ___ A SHELTER (GO TO Q6)
 ___ THE STREETS (GO TO Q6)
 ___ AN ABANDONED BUILDING (GO TO Q6)
 ___ A CAR OR TRUCK (GO TO Q6)
 ___ SOME OTHER PLACE (SPECIFY) : (GO TO Q6)

- ___ REFUSED (GO TO Q6)
 ___ DON'T KNOW (GO TO Q6)

6. Where do you usually sleep?(CHECK ALL THAT APPLY)

- ___ SHELTER (GO TO Q7)
 ___ DROP-IN CENTER (GO TO Q7)
 ___ STREET, PARK, OTHER OPEN SPACE (GO TO Q7)
 ___ PUBLIC PLACE (BUS STATIONS, BUSES, ALL NIGHT MOVIES, AIRPORT, BAR, ETC.) (GO TO Q7)
 ___ DORMITORY HOTEL (FLOPHOUSE OR OTHER PLACE WITHOUT SEPARATE ROOMS) (GO TO Q7)
 ___ HOTEL (SEPARATE ROOMS FOR CLIENTS) (GO TO Q7)
 ___ ABANDONED BUILDING (GO TO Q7)
 ___ SUBWAY (GO TO Q7)
 ___ SOME OTHER (INCLUDING CAR/TRUCK, SPECIFY): _____ (GO TO Q7)
 ___ REFUSED (GO TO Q7)
 ___ DON'T KNOW (GO TO Q7)

7. Were you asked these questions by someone else today?

- ___ YES (READ TERMINATION PARAGRAPH **GO TO Q8**)
 ___ NO (READ TERMINATION PARAGRAPH **GO TO Q8**)

TERMINATION PARAGRAPH:

IF THE PERSON HAS IDENTIFIED HIM/HERSELF AS HOMELESS, ASK IF HE/SHE WOULD LIKE TO BE TAKEN TO A SHELTER THIS EVENING.

Those are all the questions I have for you. Thank you very much for your time and participation. Let me assure you again that all the information you have given will be kept strictly confidential. Good night.

8. AFTER ASKING THESE QUESTIONS, DO YOU BELIEVE THAT THIS PERSON IS HOMELESS?

___ YES (COMPLETE #9-14) ___ NO (STOP HERE)

9. GENDER: ___ MALE ___ FEMALE ___ UNKNOWN

10. AGE: ___ <21 ___ 21-55 ___ >55 ___ UNKNOWN

11. RACE/ETHNICITY (CHECK ALL THAT APPLY):

___ WHITE ___ BLACK ___ HISPANIC
 ___ ASIAN/PACIFIC ISLANDER ___ UNKNOWN
 ___ OTHER _____

12. NOTABLE IDENTIFIERS (UNUSUAL FACIAL HAIR, SCARS, TATTOOS, CLOTHING)

13. LOCATION: (PLEASE LIST THE NEAREST CROSS STREETS)

14. TIME: _____

TEAM LEADER INITIALS: _____

5.3 Preparation Timeline for Public Places Count

Below are examples of the preparation timelines of two CoCs that conducted a public places count of unsheltered homeless people in 2003. The first example, Boston, has been conducting public places counts for more than 20 years. The second example, Atlanta, conducted a public places count (and survey) for the first time in 2003.

City of Boston

Six weeks prior to the count:

- Recruit a “high profile” person or group to participate in the street count. This might be an elected official, such as the mayor, the CEO of an important local business, a major philanthropist, or a celebrity. Gaining the commitment of such a person to participate in the count can help with recruiting volunteers (e.g., the recruitment letter can be signed by the person) and gaining the attention of the media.
- Begin recruiting volunteers. Send out a mailing to homeless service providers and past volunteers to recruit for the upcoming count; send out a mass e-mail to city employees; spend the next few weeks gathering responses from this effort and organizing teams of volunteers.
- Contact all places that house homeless people. Update bed inventory data, contact information, and inform providers of the public places count, which happens on the same night as the sheltered count.

Two to three weeks prior to the count:

- Assemble the packets that go out with the team leaders. The city is divided into 38 areas – each covered by a team of 5-15 people, including the team leader. Packets contain: tally sheets, directions on how to use the radio that is given to each team, a map of the assigned neighborhood with all intersections and boundaries clearly marked, and, if known, special advice about where homeless people are known to live in that section.
- Send a letter to all state agencies, hospitals, police, the transportation authority, and park rangers to inform them about the date and time of the count. The transportation authority is particularly important because enumerators will need access to subway platforms without having to pay the fare.
- Set-up extra outreach vans for the night of the count. Typically, there are two outreach vans on any given night, but for the 2003 count, five vans were available.
- Contact neighborhood representatives from the Office of Neighborhood Services and the police to ask about any new or unusual information about where to find homeless people in different neighborhoods (e.g., special places to look). As noted above, this information is included in the team leader’s packet.
- Divide the volunteers into teams of 5 to 15 people. Organizers try to ensure that team leaders are people with experience in working with homeless populations, either as service providers or outreach workers. The teams have a mix of new and experienced volunteers.

One week prior to the count:

- Meet with the team leaders to explain the logistics of the count, as well as how to manage the volunteers on their team.

Metropolitan Atlanta (City of Atlanta, Fulton County, DeKalb County)

November 2001 (sixteen months prior to the count)

- Tri-jurisdictional Collaborative confirmed its joint sponsorship of the point-in-time homeless census.

February 2002 (thirteen months prior to the count)

- Developed preliminary budget estimates.
- Began discussions of count methodology and procedures; decided to issue an RFP for professional consultant with census experience.

March, April, May 2002 (ten to twelve months prior to the count)

- Tri-jurisdictional Collaborative decided on Pathways Community Network, Inc. (PCNI), the tri-jurisdictional HMIS, as the census project manager.
- Homeward, Inc., a private non-profit organization working on homeless issues, raised funds for the count from private donors.

June 2002 (nine months prior to the count)

- HUD granted approval for PCNI to use the remainder of its technical assistance grant for the count.

July 2002 (eight months prior to the count)

- PCNI formed nine-member Advisory Council to guide the process.

August 2002 (seven months prior to the count)

- RFP issued to qualified consultant organizations.

September 2002 (six months prior to the count)

- RFP responses received; Advisory Council began evaluating proposals.

October 2002 (five months prior to the count)

- Applied Survey Resource (ASR) selected as the consultant; began contract development.

November 2002 (four months prior to the count)

- Identified known locations where unsheltered homeless were likely to be located.
- Updated statewide Homeless Advisory Council on progress with the count.

December 2002 (three months prior to the count)

- ASR contract executed; ASR visited Atlanta and presented to service providers and other interested parties.
- PCNI partnered with United Way's 211 HelpLine for real-time reporting of census data.
- Solicited participation of police departments and jails.

January 2003 (two months prior to the count)

- Produced initial list of known locations; conducted a day-long mapping session to identify known locations and discuss the characteristics of each area.
- Began phone calls to recruit volunteers and solicit cooperation from community groups and other organizations.
- Identified deployment sites for teams on the night of the count.
- Developed the survey instrument.

Metropolitan Atlanta (cont'd)**February 2003 (one month prior to the count)**

- Sent mailings with information about the count to service provider agencies and other appropriate groups.
- Confirmed the participation of Hands On Atlanta (a volunteer organization).
- Continued recruiting deployment captains, volunteer enumerators, and currently or formerly homeless employees.
- Finalized survey instrument.
- Held two-hour training session for those participating in the pre-test or "dry-run," including deployment captains and employees from the Veterans Administration's Compensated Work Therapy program.
- February 25, 2003: Conducted "dry-run" in downtown Atlanta and outlying areas; adjusted procedures as necessary.

March 2003 (month of the count)

- March 4-5, 2003: Conducted six two-hour training sessions for enumerators.
- Completed GIS mapping; finalized boundaries of geographic areas and assignments of teams.
- Confirmed jail, police, and health center participation; coordinated with police departments to determine which areas required a police escort and which sections should solely be covered by police.
- Notified every participant about location assignments, and the date and time for the enumeration.
- March 11, 2003: Point-in-time count occurred. Enumerators released in two waves at 1:00 am and 4:45 am. Counts tallied on survey sheets and called in to the United Way call center.
- Previously homeless employees and outreach workers conducted surveys for two to three weeks after the count. Held a Saturday afternoon meal event; meal tickets distributed and redeemed upon completion of the interview. Homeless people that participated in the survey were given pre-paid phone cards as an incentive.

April 2003 (one month after the count)

- Data entry, cleaning, and analysis of enumeration and survey data.

May 2003 (two months after the count)

- ASR's draft report reviewed by the Advisory Board.

June 2003 (three months after the count)

- ASR produced the final report and presented results to interested parties.

5.4 Surveys Used in Public Places and Service-Based Counts

The following pages contain two examples of survey forms used in public places and service-based counts. The first survey was used by the Denver metropolitan CoC in 2002 for its count of sheltered and unsheltered homeless people in shelters, public places, and service locations.⁷ It includes several screener questions to determine the homeless status of the individual and asks about where the person was living prior to becoming homeless, how long and how many times the person has been homeless, why the person became homeless, whether the person has received any services, how much income the person receives, and the source of that income. The survey also collects information on the person's gender, race/ethnicity, disability status and household composition, including the age and gender of each family member.

The second form was used by the Kentucky Balance of State CoC in 2001 for its statewide survey of sheltered and unsheltered homeless people.⁸ The survey of unsheltered homeless people took place mainly at service locations such as soup kitchens and mainstream social service agencies. Like the Denver survey, the Kentucky survey includes basic screener questions that determine whether the person is homeless (in this case defined as not having a permanent place to stay that is fit for human habitation). If the person is homeless, the survey then goes on to ask a series of questions about the person's history of homelessness, reasons for homelessness, family composition, service use, service needs, and disabilities, as well as gender, race, age, and education level. The survey concludes with a series of statements about the problems facing homeless people that the respondent is invited to agree or disagree with. It also collects personal identifying information to help with unduplicating and calculating a point-in-time count. Slightly longer than the Denver survey, the Kentucky survey reportedly takes about 10 minutes to complete. This is about the maximum time one can expect to be able to interview people without providing an incentive.

⁷ The survey was reproduced from a document provided by Tracy D'Alanno of the Colorado Department of Human Services, Division of Supportive Housing and Homeless Programs.

⁸ The survey was reproduced from the *2001 Kentucky Homeless Survey Report*, prepared by the Institute for Regional Analysis and Public Policy and provided by Natalie Hutcheson of the Kentucky Housing Corporation.

Denver Survey Form

We need your help! Please fill out this survey so we can plan what types of housing and services we should be working on to better meet your needs. Your answers are confidential, and results will be reported in group form only.

Agency collecting the survey: _____

1. First three letters of your last name: _____

First letter of first name: _____ First letter of middle name: _____

2. Your date of birth: _____/_____/_____
(month) (day) (year)

3. Are you homeless?

- 1 ☐ No
2 ☐ Yes

4. Where are you staying now? Please check the one place that best describes where you are staying.

- 1-1 ☐ transitional housing
1-4 ☐ family or friends
1-7 ☐ hotel/motel
1-2 ☐ domestic violence shelter
1-5 ☐ emergency shelter
1-8 ☐ rented house or apartment
1-3 ☐ on the street, under a bridge, etc.
1-6 ☐ camping or in the car
1-9 ☐ in a home I/we own
2-1 ☐ subsidized permanent housing for previously homeless persons
2-2 ☐ subsidized permanent housing (not for previously homeless persons)

5. What was the last county and city you lived in before you became homeless?

- 1 ☐ Adams County
 ☐ Aurora ☐ Eastlake ☐ Strasburg
 ☐ Bennett ☐ Federal Heights ☐ Thornton
 ☐ Brighton ☐ Henderson ☐ Watkins
 ☐ Commerce City ☐ Lochbuie ☐ Westminster
 ☐ Dupont ☐ Northglenn
2 ☐ Arapahoe County
 ☐ Aurora ☐ Columbine Valley ☐ Glendale
 ☐ Bow Mar ☐ Deer Trail ☐ Greenwood Village
 ☐ Byers ☐ Englewood ☐ Littleton
 ☐ Cherry Hills Village ☐ Foxfield ☐ Sheridan
3 ☐ Boulder County
 ☐ Allenspark ☐ Jamestown ☐ Nederland
 ☐ Boulder ☐ Lafayette ☐ Niwot
 ☐ Eldorado Springs ☐ Longmont ☐ Pinecliffe
 ☐ Erie ☐ Louisville ☐ Superior
 ☐ Hygiene ☐ Lyons ☐ Ward
4 ☐ Douglas County
 ☐ Aurora ☐ Highlands Ranch ☐ Louviers
 ☐ Castle Rock ☐ Larkspur ☐ Parker
 ☐ Deckers ☐ Littleton ☐ Sedalia
 ☐ Franktown ☐ Lone Tree
5 ☐ Jefferson County
 ☐ Arvada ☐ Evergreen ☐ Lakewood
 ☐ Bow Mar ☐ Foxton ☐ Littleton
 ☐ Buffalo Creek ☐ Golden ☐ Morrison
 ☐ Columbine Hills ☐ Idledale ☐ Mountain View
 ☐ Columbine Valley ☐ Indian Hills ☐ Pine
 ☐ Conifer ☐ Kittredge ☐ Wheat Ridge
 ☐ Edgewater ☐ Lakeside
6 ☐ Denver
7 ☐ Broomfield
8 ☐ Other place in Colorado _____
9 ☐ Other state _____
10 ☐ Other country _____

6. In what type of place did you spend the night of _____?

- 1 ☐ emergency shelter 8 ☐ domestic violence shelter
2 ☐ on the street, under a bridge, etc. 9 ☐ in transitional housing
3 ☐ bus 10 ☐ with a friend or relative
4 ☐ prison/jail 11 ☐ hotel/motel
5 ☐ psychiatric hospital 12 ☐ detox facility
6 ☐ in a home I/we own 13 ☐ medical hospital
 (became homeless today) 14 ☐ in a car
7 ☐ migrant shelter 15 ☐ camping
16 ☐ don't know
17 ☐ other _____

7. In which county and did you spend the night of _____?

- 1 ☐ Adams County
 ☐ Aurora ☐ Eastlake ☐ Strasburg
 ☐ Bennett ☐ Federal Heights ☐ Thornton
 ☐ Brighton ☐ Henderson ☐ Watkins
 ☐ Commerce City ☐ Lochbuie ☐ Westminster
 ☐ Dupont ☐ Northglenn
2 ☐ Arapahoe County
 ☐ Aurora ☐ Columbine Valley ☐ Glendale
 ☐ Bow Mar ☐ Deer Trail ☐ Greenwood Village
 ☐ Byers ☐ Englewood ☐ Littleton
 ☐ Cherry Hills Village ☐ Foxfield ☐ Sheridan
3 ☐ Boulder County
 ☐ Allenspark ☐ Jamestown ☐ Nederland
 ☐ Boulder ☐ Lafayette ☐ Niwot
 ☐ Eldorado Springs ☐ Longmont ☐ Pinecliffe
 ☐ Erie ☐ Louisville ☐ Superior
 ☐ Hygiene ☐ Lyons ☐ Ward
4 ☐ Douglas County
 ☐ Aurora ☐ Highlands Ranch ☐ Louviers
 ☐ Castle Rock ☐ Larkspur ☐ Parker
 ☐ Deckers ☐ Littleton ☐ Sedalia
 ☐ Franktown ☐ Lone Tree
5 ☐ Jefferson County
 ☐ Arvada ☐ Evergreen ☐ Lakewood
 ☐ Bow Mar ☐ Foxton ☐ Littleton
 ☐ Buffalo Creek ☐ Golden ☐ Morrison
 ☐ Columbine Hills ☐ Idledale ☐ Mountain View
 ☐ Columbine Valley ☐ Indian Hills ☐ Pine
 ☐ Conifer ☐ Kittredge ☐ Wheat Ridge
 ☐ Edgewater ☐ Lakeside
6 ☐ Denver
7 ☐ Broomfield
8 ☐ Other place in Colorado _____
9 ☐ Other state _____
10 ☐ Other country _____

8. How long have you been homeless this time?

- 1 ☐ less than 30 days 5 ☐ one to two years
2 ☐ 30 – 90 days 6 ☐ two to five years
3 ☐ 3 to six months 7 ☐ five to ten years
4 ☐ six months to one year 8 ☐ ten or more years

9. How many times have you been homeless before this time?

- 3 ☐ 0
3 ☐ 1
3 ☐ 2
3 ☐ 3-5
3 ☐ 6 or more

Denver Survey Form (cont.)

10. How do you define your gender?

- 1 ☐ Male
 2 ☐ Female
 3 ☐ Transgender

11. What is your racial background?

- 1 ☐ Asian
 2 ☐ Native American/Alaskan Native
 3 ☐ Black/African American
 4 ☐ White
 5 ☐ Other _____

12. Do you consider yourself to be Hispanic (Mexican, Mexican-American, Chicano)?

- 1 ☐ Yes, Hispanic
 2 ☐ No, Non-Hispanic

13. Please check the reasons why you became homeless (check all that apply):

- ☐ unemployment
☐ unable to pay rent/mortgage
☐ moved to seek work
☐ family member or personal illness
☐ alcohol/substance abuse
☐ mental disabilities
☐ physical disabilities
☐ domestic violence
☐ child abuse (youth on their own)
☐ discharge from prison/jail
☐ welfare assistance sanctions
☐ welfare payments not adequate
☐ welfare time limits
☐ bad credit history
☐ reasons related to sexual orientation
☐ other: _____

14. Have you ever received, or are you currently receiving treatment or services for any of the conditions below? (Please check all that apply.)

- ☐ severe mental illness ☐ chronic alcohol abuse
☐ chronic drug abuse ☐ tuberculosis
☐ HIV/AIDS related illnesses ☐ other physical condition
☐ not applicable, haven't received or receiving any services

15. Have you ever been in the U.S. military?

- 1 ☐ No 2 ☐ Yes

16. Do you have a job?

- 1 ☐ No
 2 ☐ Yes --> How many hours a week do you work? _____

17. From which of the following sources do you get income/resources? (Check all that apply)

- 1 ☐ job 9 ☐ TANF/Colorado Works
 2 ☐ family or friends 10 ☐ SSI (Social Security)
 3 ☐ food stamps 11 ☐ Veteran's Benefits
 4 ☐ social security 12 ☐ selling blood/plasma
 5 ☐ pension 13 ☐ prostitution
 6 ☐ unemployment 14 ☐ Aid to Needy Disabled (AND)
 7 ☐ child support 15 ☐ Old Age Pension (OAP)
 8 ☐ asking for money on streets 16 ☐ Medicaid
 17 ☐ other: _____

18. What was your annual household income in the year 2002? (Check the closest estimate)

- 1 ☐ \$0.00 8 ☐ \$12,500 - \$14,999
 2 ☐ up to \$1,000 9 ☐ \$15,000 - \$19,999
 3 ☐ \$1,000 - \$2,499 10 ☐ \$20,000 - \$29,999
 4 ☐ \$2,500 - \$4,999 11 ☐ \$30,000 - \$39,999
 5 ☐ \$5,000 - \$7,888 12 ☐ \$40,000 - \$49,999
 6 ☐ \$8,000 - \$9,999 13 ☐ \$50,000 or more
 7 ☐ \$10,000 - \$12,499

19. Which of the following best describes your family/household? (Please check only one.)

- 1 ☐ I am a single individual (do not answer any more questions)
 2 ☐ two parent family with children
 3 ☐ one parent family with children
 4 ☐ couple without children
 5 ☐ other type of family

20. How many total people are in your family/household (including yourself)?

21. How many children aged 18 or under are in your family/household?

22. How many adults are in your family?

23. For each family member (NOT including yourself), please tell us his or her age, gender, and relationship to yourself.

Person #2 (not you)	Person #3 (not you)	Person #4 (not you)	Person #5 (not you)	Person #6 (not you)
Name or Initials _____	Name or Initials _____	Name or Initials _____	Name or Initials _____	Name or Initials _____
Age (in years) _____	Age (in years) _____	Age (in years) _____	Age (in years) _____	Age (in years) _____
Gender: 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female 3 <input type="checkbox"/> Transgender	Gender: 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female 3 <input type="checkbox"/> Transgender	Gender: 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female 3 <input type="checkbox"/> Transgender	Gender: 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female 3 <input type="checkbox"/> Transgender	Gender: 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female 3 <input type="checkbox"/> Transgender
Relationship to you: 1 <input type="checkbox"/> Child 2 <input type="checkbox"/> Spouse 3 <input type="checkbox"/> Partner 4 <input type="checkbox"/> Other family member	Relationship to you: 1 <input type="checkbox"/> Child 2 <input type="checkbox"/> Spouse 3 <input type="checkbox"/> Partner 4 <input type="checkbox"/> Other family member	Relationship to you: 1 <input type="checkbox"/> Child 2 <input type="checkbox"/> Spouse 3 <input type="checkbox"/> Partner 4 <input type="checkbox"/> Other family member	Relationship to you: 1 <input type="checkbox"/> Child 2 <input type="checkbox"/> Spouse 3 <input type="checkbox"/> Partner 4 <input type="checkbox"/> Other family member	Relationship to you: 1 <input type="checkbox"/> Child 2 <input type="checkbox"/> Spouse 3 <input type="checkbox"/> Partner 4 <input type="checkbox"/> Other family member

Kentucky Survey Form

INFORMED CONSENT STATEMENT

TO BE READ TO EACH RESPONDENT

We are conducting a statewide survey related to characteristics of people and their housing. The survey is being conducted for the Kentucky Housing Corporation by Morehead State University. Participation is completely voluntary and if you do not wish to take part in the survey, you do not have to answer any of the questions. Furthermore, you may choose to discontinue your participation at any time and you may refuse to answer any question. Participation in this study will in no way affect your eligibility for any social services.

Your responses will be confidential, and your name will not be recorded on the survey. If you agree to participate, I will read the questions to you and I will record your answers. It will take approximately ten minutes to complete. Do you have any questions or concerns about the study? Are you willing to participate?

IF THE RESPONDENT AGREES TO PARTICIPATE, PLEASE SIGN BELOW. THANK YOU FOR YOUR HELP.

I READ THE ABOVE CONSENT STATEMENT TO THE RESPONDENT AND TO THE BEST OF MY KNOWLEDGE IT WAS UNDERSTOOD, AND THE RESPONDENT HAS AGREED TO PARTICIPATE.

Signature of Interviewer

Date

Kentucky Survey Form (cont.)

Page 1

HOMELESS STUDY SURVEY

Date:

Interviewer:

Agency:

City:

County:

1. In what type of place are you now staying? (i.e., APARTMENT, SINGLE-FAMILY RESIDENCE, ETC.) _____
2. Is that your permanent place to stay? ___ 1. NO ___ 2. YES ___ 3. UNSURE

DO NOT CONTINUE IF THEY HAVE A PERMANENT PLACE INTENDED FOR HUMAN HABITATION

3. Are you living with someone else? ___ 1. NO ___ 2. YES If yes, identify your relationship with that person (brother, sister etc.) _____
4. When was the last time you had your own permanent place to live? **(USE THE MOST APPROPRIATE TIME INTERVAL: DAYS, WEEKS, MONTHS, OR YEARS)**
 ___ Days ___ Weeks ___ Months ___ Years
5. Where was that? CITY _____; COUNTY _____; STATE _____.
6. Have you been homeless before? ___ 1. NO ___ 2. YES ___ 3. UNSURE
 If Yes, about how many times has that happened? _____.
7. What was the reason(s) you had to leave your last permanent place?
(CHECK ALL APPLICABLE)

a. ___ unemployment	i. ___ alcohol/substance abuse
b. ___ unable to pay rent/mortgage	j. ___ family rejection
c. ___ eviction/foreclosure	k. ___ pay check/welfare late
d. ___ moved to seek work	l. ___ low wages
e. ___ divorce	m. ___ domestic violence
f. ___ family member illness	n. ___ fire/flood/natural disaster
g. ___ change in household composition	o. ___ no public assistance for two-parent family
h. ___ pay check/welfare payments not adequate	p. ___ other (SPECIFY) _____
8. From those selected above, which do you feel is the most important cause? **(READ ITEMS SELECTED ABOVE AND RECORD APPROPRIATE LETTER _____).**

Kentucky Survey Form (cont.)

Page 2

9. Where were you staying on Thursday, February 1, 2001? **(CHECK ONE)**

- | | | |
|--|---|--|
| <input type="checkbox"/> 1. my own home | <input type="checkbox"/> 6. on the streets | <input type="checkbox"/> 11. detox facility |
| <input type="checkbox"/> 2. in a shelter | <input type="checkbox"/> 7. jail | <input type="checkbox"/> 12. farm structure |
| <input type="checkbox"/> 3. hotel/motel | <input type="checkbox"/> 8. hospital | <input type="checkbox"/> 13. other (SPECIFY _____) |
| <input type="checkbox"/> 4. with relatives | <input type="checkbox"/> 9. camper | |
| <input type="checkbox"/> 5. with friends | <input type="checkbox"/> 10. transitional housing | <input type="checkbox"/> 14. Don't know |

10. Did you have any family members living with you on February 1, 2001?

- ☐ 1. NO ☐ 2. YES **(IF YES, LIST AGE, GENDER, AND RELATIONSHIP TO RESPONDENT OF EACH INDIVIDUAL)**

Age _____	Gender _____	Relationship _____
Age _____	Gender _____	Relationship _____
Age _____	Gender _____	Relationship _____
Age _____	Gender _____	Relationship _____
Age _____	Gender _____	Relationship _____

****IF ANY MEMBERS WERE EIGHTEEN YEARS OR OLDER, PLEASE ASK RESPONDENT TO COMPLETE A SEPARATE SURVEY ON THOSE PERSONS, TO THE EXTENT THEY ARE ABLE. (ONLY AFTER COMPLETING THIS SURVEY)**

11. Which of the following best describes your family living situation?

- | | |
|---|--|
| <input type="checkbox"/> 1. family, one-parent | <input type="checkbox"/> 4. single person |
| <input type="checkbox"/> 2. family, two-parents | <input type="checkbox"/> 5. other extended family |
| <input type="checkbox"/> 3. couple, no children | <input type="checkbox"/> 6. other (specify) _____. |

12. In what geographic location do you currently reside? CITY _____;
COUNTY _____; STATE _____.

13. How long have you lived in the above area? **(USE THE MOST APPROPRIATE TIME INTERVAL: DAYS, WEEKS, MONTHS, OR YEARS)**

_____ Days _____ Weeks _____ Months _____ Years

14. Have you been provided the following services? **(CHECK ALL THAT APPLY)**

- | | |
|--|---|
| <input type="checkbox"/> Temporary Shelter | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Food | <input type="checkbox"/> Financial Assistance |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Job Training |
| <input type="checkbox"/> Permanent Housing | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Other (specify) | |

Kentucky Survey Form (cont.)

Page 3

15. Have you needed any of the following services and been UNABLE to obtain them? **(CHECK ALL THAT APPLY)**

- | | |
|--|--|
| <input type="checkbox"/> Temporary Shelter | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Food | <input type="checkbox"/> Financial Assistance |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Job Training |
| <input type="checkbox"/> Permanent Housing | <input type="checkbox"/> Transportation |
| | <input type="checkbox"/> Other (SPECIFY _____) |

16. Have you or anyone you live with experienced drug/alcohol abuse?

- ☐ 1. NO ☐ 2. YES ☐ 3. UNSURE

17. Have you or anyone you live with experienced domestic violence abuse?

- ☐ 1. NO ☐ 2. YES ☐ 3. UNSURE

18. Do you receive any of the following benefits: **(CHECK ALL APPLICABLE)**

- | | | | |
|-----------------------|-----------------------------|------------------------------|---------------------------------|
| K-TAP (formally AFDC) | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| Social Security | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| SSI | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| Food Stamps | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| Medicaid | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| Medicare | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| Work Income | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| Vocational Rehab. | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| Veteran's Benefits | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Unsure |
| Other (SPECIFY _____) | | | |

19. Have you ever served in the military? ☐ 1. NO ☐ 2. YES (If yes, did you serve in any of the following conflicts?)

☐ WW II ☐ Korea ☐ Vietnam ☐ Persian Gulf

☐ OTHER (Please specify _____) ☐ NONE OF THE ABOVE

20. Last four digits of Social Security number: _____

21. First three letters of last name: _____

22. Are you aware of any physical illness/disabilities that you have?

- ☐ 1. NO ☐ 2. YES (If yes, please specify: _____)

23. Are you aware of any mental illness that you have?

- ☐ 1. NO ☐ 2. YES (If yes, please specify _____)

Kentucky Survey Form (cont.)

Page 4

24. How long have you been homeless this time (USE THE MOST APPROPRIATE TIME INTERVAL: DAYS, WEEKS, MONTHS, OR YEARS)

_____ Days _____ Weeks _____ Months _____ Years

25. Sex: ____ 1. Male ____ 2. Female

26. RACE/ ETHNICITY: ____ 1. White (non-Hispanic) ____ 2. African American
____ 3. Hispanic ____ 4. Asian ____ 5. Other (Please specify_____)

27. Highest grade of formal education completed: _____

28. Age: _____

29. Where were you born? City _____; County _____; State _____

30. Where have you spent most of your life? City _____; County _____;
State _____

31. Do you personally know or are you aware of other homeless people?
____ 1. NO ____ 2. YES (If yes, how many: _____)

32. Of those you know who are homeless, how many seek services:
____ 1. Very Few (less than 20%) ____ 2. Some (20%-50%) ____ 3. Most (50%+)

33. How did you hear of services for the homeless?
____ 1. TV. ____ 2. Newspaper ____ 3. Radio ____ 4. Family ____ 5. Friend
____ 6. Service Provider ____ 7. Church Other (Please specify_____)

PLEASE INDICATE YOUR AGREEMENT OR DISAGREEMENT WITH THE FOLLOWING STATEMENTS. THAT IS, DO YOU STRONGLY AGREE, AGREE, UNDECIDED, DISAGREE, OR STRONGLY DISAGREE THAT:

34. In general, problems for homeless people are getting better. SA A U D SD

35. There are more homeless people now than there were several years ago. SA A U D SD

36. There are a lot of programs available for homeless people. SA A U D SD

37. Most homeless people seek some type of social services. SA A U D SD

THANK YOU FOR YOUR TIME. WE APPRECIATE YOUR WILLINGNESS TO HELP WITH THIS SURVEY

38. Interviewer Comments:

5.5 Methodology Used in New York City's Count

Sampling for the 2003 Count of Manhattan⁹

New York City's 2003 public places count focused solely on Manhattan. The Department of Homeless Services (DHS) divided the borough into 899 surface study areas composed of clusters of census blocks and 143 underground subway stations/platforms.¹⁰ DHS then assigned a density classification of high, medium, or low to each surface study area and subway station. High-density areas were defined as places believed to have six or more homeless individuals; medium-density areas were places likely to have two to five homeless individuals; and low-density areas were places likely to have fewer than two homeless individuals.

Of the 899 surface study areas, 54 were classified as high-density, 139 as medium-density, and 706 as low-density. Of the 143 subway stations/platforms, 29 were classified as high-density, 31 as medium-density, and 83 as low-density. DHS arrived at these density classifications based on information provided by numerous "density experts," such as outreach workers, representatives from the Parks Department, New York City Police Department, Metropolitan Transportation Authority, Community Boards, and other individuals or groups familiar with the location of unsheltered homeless individuals.

Having assigned a density to each surface study area and subway platform, DHS used rigorous statistical techniques to select a sample of surface areas and subway platforms to visit on the night of the count. DHS first calculated how many high-, medium-, and low-density areas they would need to visit in order to maximize the level of confidence in the sample count given the resources available to conduct the count. To achieve this goal, DHS decided to conduct a complete census of the high-density areas. That is, they wanted to count all unsheltered homeless persons in the areas they expected to find the most homeless people to ensure an accurate count of unsheltered homeless people overall. In medium-density areas, the agency's goal was to be 95 percent confident that the weighted sample count was within 10 percent of the actual number of unsheltered homeless persons in these areas. Low-density areas were assigned a less exacting standard because of resource limitations and because DHS did not anticipate finding many individuals in the low-density areas. In low-density areas, DHS's goal was to be 85 percent confident that the weighted sample count was within 10 percent of the actual number of homeless persons in these areas.¹¹

⁹ Methodology information was provided by New York City's Department of Homeless Services.

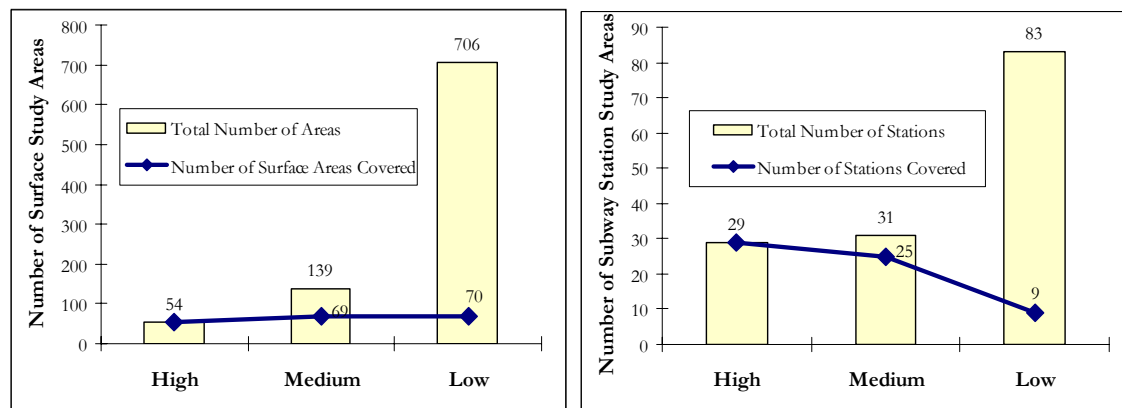
¹⁰ The DHS deliberately did not use census tracts for the surface study areas because the population being counted was different from that traditionally counted by the decennial census.

¹¹ The confidence level and intervals used by DHS can be adjusted depending on the degree of accuracy the one seeks in the estimates. These are the levels and intervals New York City chose to optimize resource allocation and arrive at an accurate estimate of the unsheltered homeless population. Jurisdictions seeking to replicate this methodology can choose different confidence levels and intervals in determining the optimal sample size.

The final sample of surface study areas consisted of all 54 of the high-density areas (100 percent), 69 of the 139 medium-density areas (50 percent), and 70 of the 706 low-density areas (10 percent). Medium- and low-density areas were randomly selected. The total number of surface areas selected was 193.

The sample of subway stations/platforms was selected using a similar approach. The final sample consisted of all 29 high-density areas (100 percent), 25 of the 31 medium-density areas (80 percent), and 9 of the 83 low-density areas (11 percent). These sample sizes produced similar levels of precision in their estimates of the above ground areas with the same density, with one exception. In the subway station low-density areas, the sample count would have required visiting half of the low-density stations (50 percent) in order for DHS to be 85 percent confident that the weighted sample count was within 10 percent of the actual number of unsheltered homeless persons in these areas. DHS chose to visit only 11 percent of the low-density stations because of limited resources.

Figure 1: Number of Surface/Subway Study Areas and the Number of Areas Selected According to High, Medium, and Low Density Classifications in February 2003



Source: New York City Department of Homeless Services, 2003

Sampling for the 2004 Count of Manhattan, Brooklyn, and Staten Island

The DHS modified its methodology for the February 2004 public places count in Manhattan, Brooklyn, and Staten Island. Modifications included reducing density classifications from three categories (high, medium, low) to two (high and low). After completing the count in 2003, organizers found that the average densities in low and medium areas were very similar. In the classification used for the 2004 count, high-density was defined as two or more individuals per study area or three or more individuals per subway station in Manhattan. For Brooklyn and Staten Island, a high-density area had at least one homeless person. Organizers canvassed each high-density study area or subway station and a random sample of low-density locations. The number of low-density locations included in the sample count was, again, determined by the agency's goal of being 95 percent confident that the weighted sample count was within 10 percent of the actual number of unsheltered homeless persons in these areas. The new classification system enabled "density experts" to provide a more

accurate estimate of the number of homeless individuals enumerators were expected to find in each study area. In addition, with the elimination of the medium category, a greater number of high-density areas were visited on the night of the count, resulting in a better estimate of unsheltered homeless individuals in Manhattan, Brooklyn, and Staten Island.

5.6 Contact Information for Examples Cited in Guide

Below you will find contact information for all of the examples cited in the guide. The individuals listed have agreed to serve as a resource for questions related to conducting counts of unsheltered homeless people.

City of Boston (MA)

Eliza Greenberg, Executive Director
City of Boston Emergency Shelter Commission
Phone: 617-635-4507
E-mail: Eliza.Greenberg@cityofboston.gov

Broward County (FL)

Steve Werthman, Homeless Initiative Partnership Administrator
Broward County Homeless Initiative Partnership Administration
Phone: 954-357-6167
E-mail: SWERTHMAN@broward.org

Denver (CO)

Tracy D'Alanno, Unit Manager, Homeless and Resource Development
Colorado Department of Human Services
Supportive Housing and Homeless Programs
Phone: 303-866-7361
E-mail: tracy.DAlanno@state.co.us

Greater Grand Traverse Area (MI)

Cheryl Naperala, CoC Coordinator
Greater Grand Traverse Area Continuum of Care
Phone: 231-223-7903
E-mail: napper@coslink.net

Kentucky Balance of State (KY)

Natalie Hutcheson, Specialized Housing Resources Director
Kentucky Housing Corporation
Phone: 502-564-7630, ext. 412
E-mail: nhutcheson@kyhousing.org

City of Long Beach (CA)

Corinne Schneider, Manager
Bureau of Human and Social Services
City of Long Beach Department of Health and Human Services
Phone: 562-570-4001
E-mail: corinne_schneider@longbeach.gov

McHenry County (IL)

Deb Crews, Social Services Director
Salvation Army
Phone: 815-455-2769
E-mail: debdear61@aol.com

Metropolitan Atlanta Tri-Jurisdictional CoC (GA)

William Matson, Executive Director
Pathways Community Network, Inc.
Phone: 404-584-6591 or 866-818-1032, ext. 301
E-mail: william.matson@pcni.org

New York City (NY)

Jay Bainbridge, Director of Management Analysis and Evaluation
Policy and Planning
New York City Department of Homeless Services
Phone: 212-232-0526
E-mail: jbainbrid@dhs.nyc.gov

Katie Appel, Special Assistant to the Deputy Commissioner of Policy and Planning
New York City Department of Homeless Services
Phone: 212-361-7955
E-mail: kappel@dhs.nyc.gov

Vajeera Dorabawila (No longer with DHS)
Phone: 518-783-6268
E-mail: vdorabawila@alumni.upenn.edu

City of Pasadena (CA)

Anne Lansing, Program Coordinator
City of Pasadena
Phone: 626-744-6701
E-mail: ALansing@cityofpasadena.net

City of Philadelphia (PA)

Genny O'Donnell, Director of the Outreach Coordination Center
Project H.O.M.E.

Phone: 215-232-7272

E-mail: gennyodonnell@projecthome.org

Seattle/King County (WA)

Tara Connor

Plymouth Housing Group

Phone: 206-374-9409 ext. 119

E-mail: tconnor@plymouthhousing.org

Washington Balance of State (WA)

Tedd Kelleher, Program Manager, Emergency Shelter Programs
Washington Balance of State Continuum of Care

Phone: 360-725-2930

E-mail: teddk@cted.wa.gov

Theresa Balducci, Housing Program Specialist

Housing Authority of Thurston County

Phone: 360-664-2485, ext. 29

E-mail: Theresa@hatc.org